

# Advanced Search Instructions

Prior to starting your search, please note the menu on the left-hand side of the page. You can familiarize yourself with “**How Government Finances Work**,” “**FAQs**” on Transparent NH, and a “**Glossary**” of terms you will need to understand your search results (see *Figure 1*, below).

Figure 1: Left-Hand Menu Options



The Glossary will include:

[General Terms](#) | [Funding Terms](#) | [Pay Category Terms](#) | [Revenue Terms](#) | [Expenditure Terms](#)

Most of the terms you will need to conduct your search will be in the Expenditure Terms section.

Figure 2: Change Selections or Start New Search

Please note: We ask that you do not use your browser's back button. You can click plus signs next to **Search Options** or **Search Parameters** to expand those sections and change your selections. Or, you can click "Start New Search" to delete your selections and start fresh.

The screenshot shows a search interface. At the top, there is a 'Start New Search' button. Below it are two expandable sections: 'Search Options' and 'Search Parameters', each with a plus sign icon. Below these sections is a table titled 'Advanced Search Results'. The table has two columns: 'Account' and 'Transaction Date'. The first row shows 'Grants To Non-Profits - State' and '07/31/2013'. The second row shows 'Own Forces Maintnce(Bldg-Grnds)' and '07/31/2013'.

Account	Transaction Date
Grants To Non-Profits - State	07/31/2013
Own Forces Maintnce(Bldg-Grnds)	07/31/2013

## Getting Started:

To begin with, you can either click on [Download Fiscal Year Transactions](#) to download all of the State's financial transactions as a zip file (15.5 MB) or you can browse for specific transactions by using the Search Options function.

Under "Search Options" there are three ways to conduct an Advanced Search:

- You can select certain categories to search within (**Category Search**)
- You can search by State fiscal year (July 1 to June 30) and a keyword (**Keyword Search**)
- You can search by State fiscal year and vendor (**Vendor Search**)

Figure 3: Ways to Search

The screenshot shows the 'Search Options' form. At the top, there is a 'Start New Search' button. Below it is the 'Search Options' section, which is expanded. It contains a heading 'Select all categories you wish to search by' and a list of checkboxes for 'Fiscal Year', 'Agency', 'Expenditure Class', 'Account', 'Category o', and 'Expense C'. Below this list, there are three search options, each with a radio button: 'Fiscal Year and Keyword', 'Fiscal Year and Vendor', and 'Continue'. Red arrows point to each of these options, labeled 'Option 1: Category Search', 'Option 2: Keyword Search', and 'Option 3: Vendor Search' respectively.

Option 1: Category Search

Option 2: Keyword Search

Option 3: Vendor Search

## How to do a Category Search

Under the “Search Options” function you can select categories to narrow your search by clicking in the boxes and clicking the Continue button.

**IMPORTANT! To avoid searching on overlapping search areas, you may want to limit the number of categories you select for your search.** We recommend:

If you wish, you can choose one *area of government* to narrow your search. There are four areas of government to choose from:

- Accounting Unit
- Agency
- Department
- Category of Government

If you wish, you can choose one *type of expenditure* to narrow your search. There are three expenditure types to choose from:

- Account
- Expenditure Class
- Expense Category

In addition, you can choose up to three of the following to narrow your search:

- Dollar Amount
- Transaction Date
- Company (source of funds, such as “General Fund,” “Highway Fund,” “Fish and Game Fund,” etc.)

Example 1: You can choose to search by Department (*area of government*), Account (*type of expenditure*), and Dollar Amount and Company.

Example 2: You can choose to search by Accounting Unit (*area of government*), Expenditure Class (*type of expenditure*), and Dollar Amount, Transaction Date, and Company.

Example 3: Perhaps you wish to find all of the transactions related to Technology-Hardware by the Department of Safety between July 1, 2012 and December 31, 2012. You would select “Department” “Expenditure Class” and “Transaction Date.” Then you would see the following screen and click on **Safety Dept Of** and **Technology-Hardware**. Then you would put the dates under “Transaction Dates” in the format MONTH/DAY/YEAR as shown in Figure 4, below.

**IMPORTANT! You must change the Fiscal Year dropdown menu to reflect the fiscal year for the transaction dates you are specifying.** Fiscal years go from July of the previous year to June of that year (e.g., State fiscal year 2013 goes from July 1, 2012 to June 30, 2013).

Figure 4: Selecting Search Parameters

Start New Search

Search Options

Search Parameters

Fiscal Year  
2013 (7/1/2012 - 6/30/2013)

Department (Choose One)  
Public Utilities Comm  
Racing Charitable Gaming Comm  
Real Estate Commission  
Resources - Econ Devel Dept Of  
Revenue Administration Dept Of  
Safety Dept Of  
Secretary Of State  
Tax - Land Appeals Board Of  
Transportation Dept Of  
Treasury Dept Of  
University Of New Hampshire

Expenditure Class (Choose One)  
TECHNOLOGY-HARDWARE  
TECHNOLOGY-SOFTWARE  
TELECOMMUNICATIONS  
TEMP FULL TIME  
TI HIV CARE BOSTON EMA  
TITLE II HIV CARE ASSISTANCE  
TRAINING OF PROVIDERS  
TRANS TO BD OF TAX-LAND AP  
TRANSCRIPTION SERVICES  
TRANSFER TO DEPT OF JUSTICE  
TRANSFER TO DES DAM BUREAU

Transaction Date  
Between  
07/01/2012  
And  
07/31/2012  
Get Transactions

At this point your search results are available. They will be listed as shown in Figure 5 below.

**Important: The results shown on the webpage are not detailed!!** To get detailed search results you must click on the "Export Data" icon. The data will be exported in an Excel file, which you can open and/or save. It will include detailed information, including name of the accounting unit, expenditure class, account name, transaction date, and dollar amount (as shown in Figure 6, below).

Figure 5: Search Results

Advanced Search Results			
Account	Transaction Date	Transaction ID	Amount
Network Hardware - New	07/19/2012	1270339	36,798.00
Network Hardware - New	07/19/2012	1270339	31,138.00
Network Hardware - New	07/19/2012	1270339	12,328.00
Network Hardware - New	07/19/2012	1270339	11,578.00
Network Hardware - New	07/19/2012	1270339	10,168.00
Network Hardware - New	07/19/2012	1270339	6,828.00

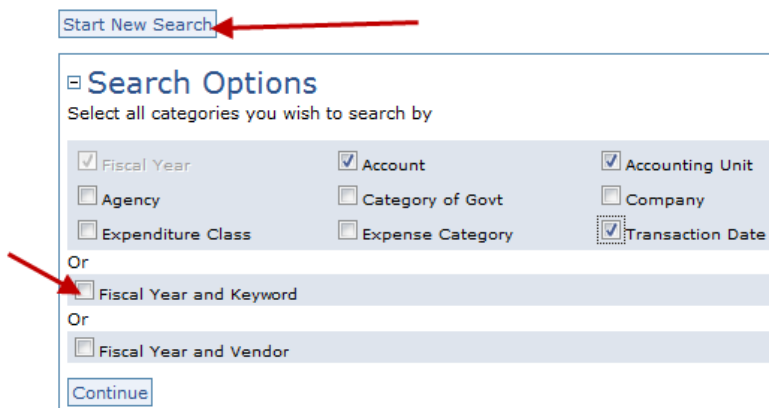
Figure 6: Data download

I	J	K	L	M	N	O	P	Q	R	S	T	
Activity	Accounting	Accounting	Unit	Expenditure	Expenditure	Account	Account	Transaction	Transaction	Transaction	Vendor	Amount
Emergency	18700000	Statewide Tel	37	TECHNOLOGY	500171	Network Hardware	1270339	AP	7/19/2012 0:00	Aprisa Techno	36798	
Emergency	13960000	Network	37	TECHNOLOGY	500171	Network Hardware	1270339	AP	7/19/2012 0:00	Aprisa Techno	31138	
Emergency	18700000	Statewide Tel	37	TECHNOLOGY	500171	Network Hardware	1270339	AP	7/19/2012 0:00	Aprisa Techno	12328	
Emergency	13960000	Network	37	TECHNOLOGY	500171	Network Hardware	1270339	AP	7/19/2012 0:00	Aprisa Techno	11578	

## How to do a Keyword Search

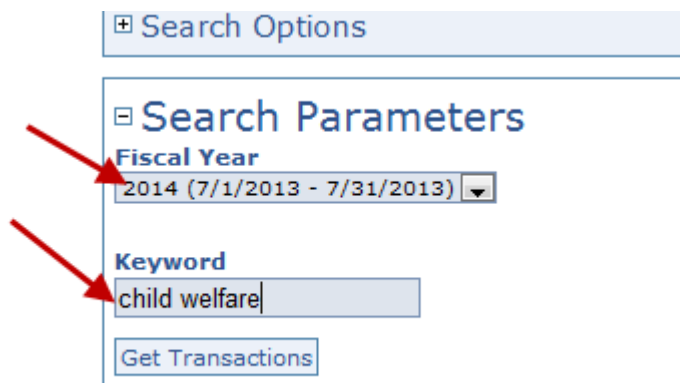
If you were doing a Category or Vendor search before, first click “Start New Search” to delete all of your selections. Then click the box next to “Fiscal Year and Keyword” and click “Continue.”

**IMPORTANT!** Do not search for a vendor with the Keyword search! Use the Vendor Search. For instructions see “How to do a Vendor Search” below.



Under the Search Parameters select the Fiscal Year you wish to search in the drop-down menu and enter your search terms in the Keyword box (as shown in Figure 7). Your keyword must exactly match the word or phrase in the State’s accounting system. For example, you will get two different search results if you enter similar terms. **Child welfare** will NOT return the same search results as **children welfare**.

Figure 7: Enter a Keyword



Do not use quotes, asterisks, and, or, or other Boolean search terms.

A Keyword search for **child welfare** will return all transactions for the accounting unit called CHILD WELFARE SERVICE IV-B, as shown in Figure 8, below.

There may be other State expenditures related to the welfare of children, but those **WILL NOT** appear in the search results because they do not have the exact search term **child welfare** in any part of the transaction in the State’s accounting system.

**Important: The results shown on the webpage are not detailed!!** To get detailed search results you must click on the “Export Data” icon. The data will be exported in an Excel file, which you can open and/or save. It will include detailed information, including name of the accounting unit, expenditure class, account name, transaction date, and dollar amount (as shown in Figure 9, below).

Figure 8: Search Results

<a href="#">Start New Search</a>			
⊕ Search Options			
⊕ Search Parameters			
<b>Advanced Search Results</b>			
Account	Transaction Date	Transaction ID	Amount
Legal Services Contracts	07/31/2013	1699652	25.00
Contracts For Program Services	07/30/2013	4213072632	-39.43
Contracts For Program Services	07/26/2013	1697013	2,014.83
Legal Services Contracts	07/26/2013	1697174	15.00
Legal Services Contracts	07/25/2013	1696158	25.00
Legal Services Contracts	07/25/2013	1696152	15.00
Contracts For Program Services	07/23/2013	1698605	259.93

Figure 9: Data download

I	J	K	L	M	N	O	P	Q	R	S	T
ivity	Accountin	AccountingUni	Expenditu	Expenditu	AccountCt	Account	Transactic	Transactic	TransactionDate	VendorName	Amount
LD PRC	29670000	CHILD WELFA	102	CONTRAC	500732	Legal Services Co	1699652	AP	7/31/2013 0:00	Secretary Of State	25
LD PRC	29670000	CHILD WELFA	102	CONTRAC	500731	Contracts For Pro	1698831	AP	7/30/2013 0:00	Bridges Pymt Btch M	5328.2
LD PRC	29670000	CHILD WELFA	102	CONTRAC	500731	Contracts For Pro	1698868	AP	7/30/2013 0:00	Bridges Pymt Btch M	3395.7
LD PRC	29670000	CHILD WELFA	102	CONTRAC	500731	Contracts For Pro	4.21E+09	CB	7/30/2013 0:00	NOT APPLICABLE	-39.43
LD PRC	29670000	CHILD WELFA	102	CONTRAC	500731	Contracts For Pro	1697013	AP	7/26/2013 0:00	Bridges Pymt Btch M	2014.83
LD PRC	29670000	CHILD WELFA	102	CONTRAC	500732	Legal Services Co	1697174	AP	7/26/2013 0:00	Secretary Of State	15

### How to do a Vendor Search

If you were doing a Category or Keyword search before, first click “Start New Search” to delete all of your selections. Then click the box next to “Fiscal Year and Vendor” and click “Continue” as shown in Figure 10, below.

Figure 10: Vendor Search

[Start New Search](#)

⊕ Search Options

Select all categories you wish to search by

☒ Fiscal Year
☐ Account

☐ Agency
☐ Category of Govt

☐ Expenditure Class
☐ Expense Category

Or

☐ Fiscal Year and Keyword

Or

☒ Fiscal Year and Vendor

[Continue](#)

Select the letter of the vendor or vendors you wish to search for start with. You can select up to 10 vendors within a single letter. **IMPORTANT! If you click on a vendor within a letter and then click on a different letter your selections in the previous letter will be lost. You can only search within one letter at a time!**

Some vendors may have two entries which are slightly different. For example, there are two entries for Dartmouth-Hitchcock Clinic (see Figure 11, below). To find all of the expenditures to that vendor you would click on both entries. Then click “Get Transactions.” Your results will appear as shown in Figure 12.

Figure 11: Duplicate Vendor Names

The screenshot shows a web interface for selecting vendors. At the top, there is a 'Fiscal Year' dropdown set to '2014 (7/1/2013 - 7/31/2013)'. Below this is a row of letters from A to Z, with 'D' highlighted. A red arrow points to the 'D' column. The vendor list is organized in two columns. In the left column, 'Dartmouth Hitchcock Clinic' is checked with a red arrow. In the right column, 'DARTMOUTH-HITCHCOCK CLINIC' is also checked with a red arrow. Other vendors listed include Darlene E Laro, Darlene Thompson, Darren T Basoukas, Data Span Inc, Dave Erler, Daves Septic Service Inc, David B Hopkins, David Bissonnette, David D King, David Docko, Darlene Fritz, Darlene Vetteze, Darryl Glendye, Datasense Solutions Inc, Dave Teune, Daves Tri-City Towing LLC, David Bacon, David Brodeur, David Daniels, and David Doyle.

**Important: The results shown on the webpage are not detailed!!** To get detailed search results you must click on the “Export Data” icon (as shown in Figure 12). The data will be exported in an Excel file, which you can open and/or save. It will include detailed information, including name of the accounting unit, expenditure class, account name, transaction date, and dollar amount (as shown in Figure 13, below).

Figure 12: Search Results

Search Parameters			
Advanced Search Results			
Account	Transaction Date	Transaction ID	Amount
Drug Rebates	07/29/2013	1698013	420.18
Drug Rebates	07/29/2013	1698008	94.09
Drug Rebates	07/26/2013	1697242	153.92
Drug Rebates	07/26/2013	1697105	48.49
Drug Rebates	07/26/2013	1697145	40.32
Drug Rebates	07/26/2013	1697103	22.85
Medical Providers	07/24/2013	1692183	796.45
Medical Providers	07/24/2013	1693240	126.71
State Fund Match	07/23/2013	1689654	2,870.00

Figure 13: Data download

I	J	K	L	M	N	O	P	Q	R	S	T	
Activity	Accounting	Accounting	Expenditure	Expenditure	Accounting	Accounting	Transaction	Transaction	Transaction	Date	Vendor Name	Amount
Bureau Of	22290000	Pharmacy	530	DRUG REB	500371	Drug Rebate	1698013	AP		7/29/2013 0:00	Dartmouth	420.18
Bureau Of	22290000	Pharmacy	530	DRUG REB	500371	Drug Rebate	1698008	AP		7/29/2013 0:00	Dartmouth	94.09
Bureau Of	22290000	Pharmacy	530	DRUG REB	500371	Drug Rebate	1698016	AP		7/29/2013 0:00	Dartmouth	48.49
Bureau Of	22290000	Pharmacy	530	DRUG REB	500371	Drug Rebate	1698007	AP		7/29/2013 0:00	Dartmouth	18